

Office of DDM&S/ISAS

Function (activity) title * Operating the Agency Archives - Statutory

Responsible Organization Unit AGENCY ARCHIVES

Resources Allocated:

Personnel: Staff Contract Other

Funds:

STAT

Total:

[]

Personnel

Other (list)

Total:

[]

Brief description of function: The receiving, screening, appraising, arranging, filing, storing, servicing, and preserving the Agency's Program Products and Program Management records that are of archival value.

Benefits: Insures the safekeeping of the official record copies of the records that the Agency is required by law to keep. Allows for destruction of duplicates and thereby make more costly office space available for other uses.

Consequences (impact) of deletion: Would be in violation of Public Law 754.

Alternatives: Turn over the records to the National Archives. Top level management has already ruled this is not possible if "sources and methods" are to be protected.

Possible incremental changes, with resource requirements: The Agency Archives is being operated at the minimum practicable level and the resource requirements are adequate to operate at this minimum level. Production standards have been established for the Accessioning and Reference functions: One man can receive and file approximately 200 published products, provide approximately 25 references (including the reproduction of approximately 15 pages) each day. Because of all of the intangibles involved in research, screening, appraising, and arranging that is necessary in the function of refining the archival holdings, it is impossible to establish production standards for this work. It can be safely stated, however, that the manpower available to do the work will never complete the job.

Note: The \$15,000 shown as "other" funds break down as follows:

\$ 5,000 equipment and supplies